



Open Enrollment Handbook And Application

2007-2008
School Year

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FREQUENTLY ASKED QUESTIONS

Procedural Questions

1. Question: What is open enrollment?

Answer: It is the process by which parents/guardians residing in an IOWA district may enroll their children into another Iowa school district under the terms and conditions of Iowa Code section 282.18 and the administrative rules of the Iowa Department of Education, 281 Iowa Administrative Code Chapter 17.

2. Question: How does a parent/guardian file for open enrollment?

Answer: The parents must complete an application form that is available in the central office of Iowa school districts. The form is also available via the Department's web site at www.state.ia.us/educate/ecese/asis/index.html. The completed form must be filed with both the resident and receiving district by March 1 of the year preceding the school year for which open enrollment is desired. 281-17.3(2) If the district has a voluntary desegregation plan the application should only be filed with the district of residence. 281-17.3(3)

3. Question: Who approves or denies an open enrollment requests?

Answer: The RECEIVING district.

Exceptions: If one of the following conditions apply, the RESIDENT district has the authority to act on the application.

- a. the resident district has a desegregation plan
- b. the applicant alleges pervasive harassment
- c. the applicant alleges a severe health need that cannot be served in the home district. Iowa Code section 282.18(2,3)

4. Question: May a student who is presently open enrolled into one receiving district change enrollment to a different receiving district?

Answer: Yes. In such a case, the parent/guardian petitions the current receiving district by March 1 of the year preceding the school year for which the change is requested. The receiving district forwards the request to the alternative-receiving district and, if approved, the alternative-receiving district notifies the receiving district and resident district. If the parents wants to change the district in which the student attends after March 1, a petition may be made to the receiving board and alternative board, but neither board is required to approve it if there is no good cause for the late filing. 281 IAC rule 17.8(4).

5. Question: May an open enrolled student return to the district of residence?

Answer: Yes. A pupil that is open enrolled may return to the district of residence, and enroll, at any time. The parent or guardian must notify the district of residence and the receiving district in writing of the decision to enroll the pupil in the district of residence. Iowa Code section 282.18(6).

6. Question: Must the sending and receiving districts be contiguous to each other?

Answer: No. However, transportation assistance is only applicable when open enrollment is to a contiguous receiving district. 281 IAC rule 17.9(2).

7. Question: Who is responsible for school transportation for an open enrolled student?

Answer: The general rule is that the parent/guardian is responsible for transporting the student to and from the receiving district. It is also possible for parents to transport the child to a point on an existing school bus route of the receiving district.

The receiving district may not send its buses into the sending district to transport an open enrolled student unless the boards of both districts agree.

If an open enrolled student's family qualifies economically for transportation assistance, and **if the sending and receiving districts are contiguous**, it is the responsibility of the sending district to arrange for transportation assistance if the cost does not exceed the average per pupil cost. The sending district may meet this obligation by a) providing reimbursement to the parent/guardian; b) by providing the transportation directly; c) by contracting with the receiving district or another third party to provide the transportation. The cost of the transportation is deducted from the open enrollment tuition. Iowa Code section 282.18(10).

8. Question: What are the economic eligibility requirements for transportation?

Answer: The student is eligible if the household income of the parent/guardian is at or below the federal poverty guidelines for household size. These guidelines are adjusted annually, and are provided to districts each year. (Refer to the chart on page 13.) 281 IAC rule 17.9(3).

9. Question: May a parent/guardian designate a particular attendance center for enrollment within the receiving district?

Answer: No. Open enrollment is to another district, not to a specified attendance center. The receiving district has discretion to determine which attendance center an open enrolled student shall attend. However, the receiving district may allow the parent/guardian to state a preference as to an attendance center. 281 IAC rule 17.6(4).

Timeline Questions

10. Question: Are there any exceptions to the March 1 deadline?

Answer: Yes. An open enrollment request for a prospective **kindergarten** student may be filed with the receiving district by September 1 of the school year of enrollment into kindergarten. Iowa Code section 282.18(2); 281-IAC rule 17.7.

In addition, the following circumstances are considered "good cause" and are acceptable conditions for a timeline waiver IF the change occurred/began AFTER March 1.

- Change in family district of residence
- Change in the marital status of the student's parents resulting in a change in resident district
- Placement of the child in foster care resulting in a change of residence
- Adoption
- Participation in a foreign exchange program
- Participation in a substance abuse or mental health treatment program resulting in a change of residence
- Serious health need
- Pervasive Harassment
- Failure of district negotiations to reorganization or rejection of proposed reorganization plan
- Failure of district negotiations for whole grade sharing or rejection of whole grade sharing agreement
- Loss of accreditation or revocation of a charter school contract

(If good cause is related to change in status of child's resident district, open enrollment request must be filed within 45 days of last board action or 30 days of certification of an election, whichever is applicable.)

11. Question: What constitutes pervasive harassment?

Answer: An official in the resident district determines if the applicant qualifies under the criteria of pervasive harassment. The following guidelines are used to determine if an applicant qualifies under the "good cause" provision.

1. Harassment must have happened after March 1, or the extent of the problem must not have been known until after March 1 application deadline.

2. The evidence must show that the harassment is likely to continue.
 3. The harassment must be beyond typical adolescent cruelty, but depends on the circumstances.
 4. School officials, upon notification of the harassment, must have worked without success to resolve the situation.
 5. The evidence of harassment must be specific (times, location, etc.)
 6. There must be reason to thinking that changing the student's school district will alleviate the situation.
- In re J. Myers, 22 D.o.E. App. Dec. 271 (2004)*

12. Question: What constitutes a severe health need?

Answer: An applicant may qualify under the severe health need provision if one of the following exist. An official in the **resident** district determines if the applicant qualifies under the criteria of severe health need.

1. The serious health condition of the child is one that has been diagnosed by an appropriate healthcare provider, and the diagnosis has been provided to the district of residence.
2. The serious health condition is neither short-term nor temporary.
3. The district has been provided with the specifics of the child's health needs caused by the serious health condition and knows, or should know, what specific steps its staff must take to meet the child's needs.
4. School officials, upon notification of the serious health condition and the steps to be taken to meet the child's needs must have failed to implement such steps or, despite the district's efforts, its implementation of the steps was unsuccessful.
5. A reasonable person could not have known before March 1 that the district could not, or would not, adequately address the child's health needs.
6. It can be reasonably anticipate that a change in the child's school district will improve the situation.

Each case is to be decided on its own merits, keeping in mind that 282.18(5) is the one subsection of the Iowa Code in which the Legislature has specifically admonished districts and the State Board to act "in the best interest of the affected child." Where there is doubt, the benefit of that doubt is to be accorded to the child.

13. If a building in the district is closed after March 1, do the students in that building qualify for "good cause" under open enrollment?

Answer. No. Students do not become eligible for late-filed open enrollment if one of the attendance centers is closed or if there is a change in the school program (curriculum, courses, etc.).

14. Question: When does a student's open enrollment end?

Answer: Open enrollment terminates when the student graduates, moves into the receiving district, moves out of state, moves into another Iowa district and chooses to attend the new resident district, attends an accredited nonpublic school, or drops out of school. If a student is placed temporarily in foster care, a juvenile detention center, a treatment facility, or similar placement, the open enrollment status will automatically be reinstated when the student returns. 281 IAC rule 17.8(10).

15. Question: Does an open enrollment request have to be renewed annually?

Answer: No, as long as the receiving district remains the same, open enrollment to that district continues until the student graduates or until the parents/guardians notifies the district that they desire to terminate open enrollment. Iowa Code section 282.18(6).

16. Question: What options are available to an open enrolled student whose parent/guardian changes the district of residence?

Answer: If the parent/guardian changes the district of residence, the options are to have the student stay in the current receiving district, open enroll the student to another district, or enroll the student in the new district of residence as long as they remain a resident of Iowa. 281 IAC rule 17.8(6).

17. Question: What is the "junior/senior rule?"

Answer: The Junior/Senior Rule allows 11th and 12th grade students that move out of a district to return to the district that he/she attended during the preceding school year, tuition-free, until they graduate even though they are no longer residents of the district. These students do not have to file open enrollment. This does not apply to students that move out of state. Iowa Code section 257.6(d)

18. Question: What happens if the application for open enrollment is denied?

Answer: Decision appeals must be filed through an Iowa District Court unless the application was filed because the child was a victim of repeated acts of harassment or if the child has a serious health condition that the resident district cannot adequately address. These two issues may be appealed to the Iowa State Board of Education under the procedure in Iowa Code Chapter 290. All other appeals must go through district court. 281-IAC rules 17.5(2), 17.3(3)

19. Question: Are open enrollment forms public documents?

Answer: Yes, although districts must remove certain confidential information before releasing the form under the open records law in Iowa. Iowa Code section 22.7(1).

Eligibility/Qualification Questions

20. Question: How does a district's desegregation plan impact open enrollment?

Answer: Some districts in Iowa (see list below) have a board adopted plan to keep the balance of students in the district. This plan usually specifies the number students that can open enroll in and out of the district. If a district has adopted a desegregation plan, and if an enrollment would adversely impact that plan, the district may deny the request. As of July 1, 2006 the following districts operated under approved voluntary desegregation plans: Burlington, Davenport, Des Moines, Postville, Waterloo, and West Liberty. Iowa Code section 282.18(2,3).

21. Question: May a student who requires special education programs or services take advantage of open enrollment?

Answer: Yes. The same rules apply to open enrollment for special education as general education students. The proposed receiving district must have an appropriate special education instructional program for the student and must have adequate classroom space. Iowa Code section 282.18(8); 281 IAC rule 17.11

22. Question: May a student who receives competent private instruction (CPI) take advantage of open enrollment?

Answer: Yes. 281 IAC rule 31.6.

21. Question: At what age is a student eligible for open enrollment?

Answer: Regular education students are eligible for grades K – 12, as well as for pre-Kindergarten programs if the student is 5 years of age on or before September 15. In re *Colby Miller, 20 D.o.E. App. Dec. 007*. Students who require special education programs or services are eligible from birth to age 21. Iowa Code section 256B.2; 281 IAC rule 17.11.

22. Question: May a student use open enrollment to attend a school district in another state?

Answer: No. The open enrollment law in Iowa Code section 282.18 is solely for attendance in Iowa school districts. In re *Clarke Children, 20 D.o.E. App. Dec. 117*. Iowa Code section 282.18(6) IAC rule 17.8(10). However, if the resident district and a contiguous district in another state have followed the procedure provided in Iowa Code section 282.8, individual students may use a procedure similar to open enrollment to attend a school district in another state.

23. Question: May a student who was suspended or expelled from one district open enroll into another district?

Answer: No, not until the student has been reinstated in the district from which s/he was suspended or expelled. Iowa Code section 282.18(14).

24. Question: May a receiving district suspend or expel a student who is open enrolled into the district?

Answer: Yes; the policies and procedures of the receiving district apply to open enrolled students to the same extent as to resident students. If an open enrolled student is suspended or expelled by the receiving district, the student may not transfer back to the resident district or to an alternative-receiving district until reinstated for attendance by the receiving district. 281 IAC rule 17.8(1).

25. Question: Which district's rules and policies govern an open enrolled student?

Answer: Those of the receiving district. 281 IAC rule 17.8(8).

26. Question: What are the interscholastic athletic eligibility rules for high school students who open enroll?

Answer: In most cases, a high school student who open enrolls is ineligible for varsity athletic competition during the student's first 90 consecutive school days of enrollment in the receiving district. Some, but not all, exceptions to this general rule of ineligibility are as follows:

1. The sending district does not offer the sport in question.
2. The sending district was dissolved and merged with one or more other districts.
3. The sending district whole grade shares with another district for the student's grade level.
4. Before making the open enrollment request, the student has attended the receiving district for at least one year either by paying tuition or under a sharing agreement.

Iowa Code section IC 256.46, 282.18

27. Question: What per pupil funding follows the open enrollment student in addition to open enrollment tuition for regular education students and actual costs for special education students?

Answer: Only Limited English Proficiency (LEP) funds generated for the student follow the student if s/he was a regular education resident student of the school district by October 1 of the previous year. If the student was not present on count day in the previous year, then no LEP funding follows the student.

OPEN ENROLLMENT RESPONSIBILITIES

Parent Information/Responsibilities

March 1 - Deadline to file application form with **resident and receiving** district on or before of the school year prior to the open enrollment year.

If the application is for a kindergarten student, file the application form with both districts on or before September 1 of the school year in which open enrollment is requested.

If the district has a desegregation plan, file the application with **resident** district by March 1st.

Transport Student to Receiving District.

Parents are responsible for transporting children that are open enrolled to another district.

If the child is attending a district that connects (contiguous) to the home district, and the parents' income meets economic eligibility requirements, the family may receive a stipend for transportation.

If the family qualifies, transportation assistance may be actual transportation or a reimbursement paid directly to the parent/guardian. The amount for 2005-06 was \$339 (annual).

Athletic Eligibility

Advise students that open enroll in grades 9 through 12, **shall not be eligible** to participate in **varsity** contests and competitions during the first 90 school days of transfer. For questions on eligibility please contact the Iowa Girls High School Athletic Union at (515) 288-9741 or the Iowa High School Athletic Association at (515) 432-2011.

Additional Information

- Approval for one child in a family does not guarantee approval for younger children in the same family. Each child in a family must have an open enrollment request filed individually.
- If desiring to change the receiving district, file petition with receiving district by March 1 of the preceding school year.
- Notify the districts concerned if there is any change in the residence of the student during the open enrollment period.
- If terminating the open enrollment, notify both districts involved.
- If open enrollment is denied, the parent/guardian may appeal to Iowa District Court. If the application meets good cause due to alleged repeated acts of harassment or if the child is alleged to have a serious health condition that the resident district cannot adequately address, an appeal may be filed with the Iowa State Board of Education.
- If the student moves from the district in which s/he currently lives during the term of the open enrollment, it is the parent/guardian's responsibility to notify the former resident district and the new resident district.

(This information is based on excerpts from Iowa Code Section 282.18 and 281 - IAC - Chapter 17.)

Instructions For School Districts

Resident and Receiving Districts

1. Notify parents of open enrollment deadlines, transportation assistance, and possible loss of athletic eligibility for open enrollment students by September 30 of each school year. Notification shall also be provided to any parent/guardian who transfers into the district during the school year. It may be helpful to provide information more than one time during the year.
 2. Provide each parent/guardian who requests an open enrollment form with 2 copies of the application.
 3. Each district board shall adopt an "insufficient classroom" policy and review this policy annually.
 4. If the district has a desegregation plan, the district may deny applications that would adversely affect the desegregation plan.
 5. In processing open enrollment requests, districts need to be reminded that a parent/guardian can apply only during the school year preceding the year for which the request is made. An application cannot be made more than one year in advance of attending.
- The following suggestions are made to assist the district in keeping an accurate count of open enrollment students. These are not requirements, but can reduce confusion about the status of students and inaccurate billing between districts.
 1. Have registration personnel check carefully for any change of address for an open enrolled pupil.
 2. Ask teachers, bus drivers, and other personnel to alert administrative staff to any change of address of an open enrollment pupil that might happen during the school year.
 3. Exchange lists of open enrollment pupils with other districts just prior to count day.
 4. Have a process in place for notifying other districts of any movement of an open enrollment pupil either out of the district or into the district.

Resident Districts Only

- The only time a resident district acts on an open enrollment application is if it has a desegregation plan or the applicant claims harassment or has a serious health condition that the resident district cannot adequately address.
- If the parent/guardian qualifies for transportation assistance and requests it, the resident district must provide transportation assistance in accordance with the guidelines outlined later in this handbook.
- Make quarterly payments to receiving district. This is based on per diem attendance. This applies to kindergarten students as well as 1-12.

Appeal by Resident District

Effective July 1, 2006, a resident district may appeal a decision of a receiving district's board to approve a late-filed enrollment request to the Department Director.

If the resident district believes that a receiving district has approved a late-filed OE request without good cause, the resident district may, within fifteen days after the board action by the receiving district follow these procedures:

- Submit an appeal to the director of the Department of Education
- The director, or director's designee, shall attempt to mediate (telephonic) the dispute to reach approval by both parties
- Director, or designee, shall conduct a hearing and hear testimony from both boards (or designees).
- Director shall render a decision within ten days following the hearing.
- The board may appeal the decision to the Director of the State Board within five days of the decision

Instructions for Receiving Districts Only

- The board shall act on a timely filed open enrollment application no later than March 1. If the applicant files under good cause, the board must act within 30 days of receiving the request.
- The receiving district must indicate the basis for its action if the request is denied, using the reasons on the OE form. Please inform the applicant of the right to appeal the local board decision to District Court.
- If the request is for a student with an IEP, the receiving district should determine the appropriate program in conjunction with the resident district.
- Determine attendance center for the student, if applicable.
- Determine eligibility for students in interscholastic contests and competitions. For eligibility, contact either the IGHS AU at (515) 288-9741 or the IHSAA at (515) 432-2011.
- Invoice the resident district for quarterly payment of open enrollment tuition for regular education students or determine and invoice actual costs for special education students. **Billing should be based on a per diem cost.**
- Receiving districts should bill for kindergarten students that open enroll into the district. This does not apply to students that were not 5 years old by September 15. The resident district must apply to the School Budget Review Committee (SBRC) to receive funding for the student.
- The receiving district will notify the resident district and the parent within 15 days of board action.

The IOWA ADMINISTRATIVE CODE regarding Open Enrollment is available at the following web address:

- 1) <http://www.legis.state.ia.us/IAC.html>
- 2) Select HTML or PDF format
- 3) The Open Enrollment Code is in Chapter 17 under Education Department

Transportation Assistance Guidelines

Transportation assistance for those who qualify is available only **between contiguous districts** and shall be deducted from the amount sent to the receiving district.

The resident district may discharge this obligation in one of three ways:

1. The resident district may actually provide transportation for the pupil(s) to a stop on the bus line of the receiving district.
2. The resident district may allow the receiving district to enter the resident district to pick up the pupil(s) if the receiving district wishes to. (Failure of the receiving district to decide to do this will not discharge the resident district's obligation for transportation assistance.)
3. The resident district may provide a parent/guardian reimbursement.

IMPORTANT: The resident district has the right to determine which option will apply. This is not a parent/guardian choice. If option 3 is chosen, the amount to be paid to the parent is determined as follows:

- A. The amount to be paid to the parent is the amount as calculated in Iowa Code section 285.1(3). This amount will be calculated in the fall and sent to superintendents or the district transportation cost per pupil for the previous year as specified on the Annual Transportation Report prepared by each district, whichever is lower. (2005-2006 was \$339 annually)
- B. This amount is limited to reimbursement for three elementary and one secondary student.
- C. Transportation expenses incurred by the resident district may be deducted from the cost per pupil amount it is required to send to the receiving district for an open enrollment pupil. This may be prorated after the start of the year.

If a parent/guardian qualifies for transportation assistance, application for that assistance should be filed with the resident district. Verification of income should be attached to the OE Application. Parents should be reminded that the district must be notified if the family income changes by \$50 or more per month. Parents may apply for transportation assistance by marking Item #15 on the application and attaching verification of income. It is recommended that the parent complete a free and reduced lunch application if one has not been filed.

A table to determine income eligibility for open enrollment transportation assistance is shown on page 13. These guidelines reflect the revisions made in the Federal Poverty Guidelines that is effective for July 1, 2006 through June 30, 2007.

**Transportation Assistance
INCOME ELIGIBILITY GUIDELINES
Effective 7-1-2006 to 6-30-2007**

Definition of Income: "Income" deductions such as income taxes, premiums, charitable contributions following:

<u>Household Size</u>	<u>Yearly</u>	<u>Monthly</u>	<u>Weekly</u>
1	\$16,562	\$1,380	\$ 318
2	\$22,308	\$1,859	\$429
3	\$28,054	\$2,338	\$539
4	\$33,800	\$2,817	\$650
5	\$39,546	\$3,295	\$760
6	\$45,292	\$3,775	\$871
7	\$51,038	\$4,253	\$981
8	\$56,784	\$4,732	\$1092
Additional family member	\$5,746	\$479.	\$110.

means income before any social security taxes, insurance and bonds. It includes the

- (1) Monetary compensations for services, including wages, salary, commissions or fees;
- (2) Net income from non-farm self-employment;
- (3) Social security;
- (4) dividends or interest on savings or bonds or income from estates or trusts;
- (5) net rental income;
- (6) public assistance or welfare payments;
- (7) unemployment compensation;
- (8) government civilian employee or military retirement, or pensions or veterans payments;
- (9) private pensions or annuities;
- (10) alimony or child support payments;
- (11) regular contributions from persons not living in the household;
- (12) net royalties; and
- (13) other cash income including income off of a farm. Other cash income would include cash amounts received or withdrawn from any source including savings, investments, trust accounts and other resources. Income does not include any income or benefits received under any Federal programs that are excluded from consideration as income by any legislation prohibition.

Appeal Process

All appeals must be made to an Iowa District Court unless the application for open enrollment claims harassment or if the child has a serious health condition that the resident district cannot adequately address. If the application is denied by the resident district for either of these reasons, the parent/guardian may appeal the to the State Board of Education using the process below. The appeal should be addressed to: Administrative Law Judge, Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146

The appeal letter must contain the following information:

1. Name, address, and daytime phone number of the person appealing.
2. Name and grade level of child/children involved in the appeal (in case of expulsion, open enrollment, suspension, etc.)
3. Name of the school district making the board decision that is being appealed.
4. Date the local board decision was made.
5. Brief statement of reasons why the decision is being appealed.
6. Notarized signature of the person appealing the decision
7. Other information may be included if desired.

IMPORTANT: The letter of appeal must be postmarked within 30 days of the board decision. A fax is acceptable if the notary seal is visible.

The fax number is 515-281-4122

Questions about appeal procedures (not the substance of the appeal) may be direct to the Administrative Law Judge's assistance at 515-281-5285.

If the denial is based on a desegregation plan and/or any other reasons, it may be appealed to district court in the county in which the primary business office of the district is located and cannot be appealed to the State Board of Education.

Billing for Special Education Students

Tuition Billing Comparison on Special Education Students:
Open Enrolled Students compared to tuitioned in students

SPECIAL EDUCATION STUDENT BILLING		
	OPEN ENROLLED IN	TUITIONED IN
Special Education Program Costs	Program expenditures at the appropriate level divided by student days for that level multiplied by the student days of the student for whom this billing is being calculated.	Program expenditures at the appropriate level divided by student days for that level multiplied by the student days of the student for whom this billing is being calculated.
General Education Program Costs	District cost per pupil of the serving district times the appropriate percentage for the level divided by 180 days multiplied by the student days of the student for whom this billing is being calculated.	District cost per pupil of the serving district times the appropriate percentage for the level divided by 180 days multiplied by the student days of the student for whom this billing is being calculated.
Phase II	None	Current year's Phase II per pupil amount divided by 180 days multiplied by the student days of the student for whom this billing is being calculated.
Limited English Prof.	Not eligible	Not eligible

Open Enrollment Application 2007-2008

Deadline: March 1, 2007

Kindergarten only deadline: September 1, 2007

Please submit this form to the resident and receiving districts.

1. Name of Student _____ 2. Date _____

3. Student's Date of Birth _____ 4. Grade Level for 2007-08 _____ 5. _____ Male _____ Female

6. Race/Ethnicity

☐ Asian/Pacific Islander ☐ Black ☐ White/Non-Hispanic
☐ Hispanic ☐ American Indian/Alaskan

7. Parent/Guardian Name _____
 Address _____
 Street/PO Box City County Zip Code

8. Home telephone _____ 9. Work telephone _____

10. Current District _____ 11. District Requested _____

♦ Optional: Name of attendance center of preference. Complete **only** if there is a choice of elementary, middle or junior high school, or high schools. This does not guarantee school requested _____

12. Is this application due to the student or family moving into a new district of residence and desiring that the student remain in the **original district** with no interruption in the education program? ____ Yes ____ No

13. The parent / guardian is requesting the following (check all that apply)

<input type="checkbox"/> Regular Education <input type="checkbox"/> Special Education <input type="checkbox"/> English Language Learner Assistance <input type="checkbox"/> Dual enrollment - K-8 (home school only)	<input type="checkbox"/> Dual enrollment - 9-12 (home school only) <input type="checkbox"/> Dual enrollment-activity program(s) (applicable to grades 9-12) (home school only) <input type="checkbox"/> Home school assistance program
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14. Is the student currently under suspension or expulsion from school? ____ Yes ____ No

15. Applications filed after March 1 will not be approved unless the reason for late filing qualifies for "good cause". "Good cause" means a change in the status of a child's resident district for any of the reasons listed below.

REASON	Date of Change
_____ Family moved to a new district of residence	_____
_____ Change in the marital status of the student's parents	_____
_____ Placement of the student into foster care resulting in new resident district	_____
_____ Placement of child in foster care resulting in new resident district	_____
_____ Adoption resulting in new resident district	_____
_____ Participation in a foreign exchange program	_____
_____ Participation in a substance abuse or mental health treatment program resulting in new resident district	_____
_____ Failure of negotiations for reorganization or rejection of proposed reorganization plan	_____
_____ Failure of negotiations for whole grade sharing or rejection of whole grade sharing*	_____
_____ Loss of accreditation or revocation of a charter school contract *	_____
_____ Severe health and/or pervasive harassment**	_____

*If good cause is related to change in status of child's resident district, open enrollment request must be filed within **45** days of last board action or within **30** days of certification of an election, whichever is applicable.)

****If the application is being made in response to an alleged severe health need or pervasive harassment of student the RESIDENT district will notify the applicant of status. Use the lines below to provide resident district with status of health concern or history of harassment occurring after March 1 deadline.**

16. _____ Check here if you are requesting transportation assistance. (**ATTACH PROOF OF INCOME TO APPLICATION**)

I certify that the above information is true and that I have sent a copy of this form to my resident district and to the district I want my child to attend. _____ YES _____ NO

CAUTION: Knowingly providing false information on this form may invalidate the application.

Signature of parent or guardian Date _____

Receiving District - Complete items A-D

(Also for Alternative Receiving District in case of application while under OE)

Exceptions:

a) a desegregation plan exists in the resident district

b) the student alleges pervasive harassment or severe health condition

If either of these exists, the resident district completes E-G **before** the receiving district completes A-D

A. Name of District _____ Student ID number _____

B. Date application was received _____

C. District Action ☐ Approved ☐ Denied _____ Date _____

If denied, indicate reason(s):

☐ Request was not filed on time

☐ Insufficient classroom space

☐ Student on suspension or expulsion.

☐ Proper special education program is not available.

☐ Does not qualify for good cause.

D. Signature of Superintendent _____ Date _____

Resident District

(Also for current Receiving District in case of application to a new district while under OE)

Do not complete this section unless the resident district has a desegregation plan or the student claims pervasive harassment or severe health condition. If either of these exists the resident district completes items E-G BEFORE the receiving district completes A-D.

E. Name of District _____ Student ID number _____

F. Date application was received _____ District Action ☐ Approved ☐ Denied Date _____

If denied, indicate reason:

☐ Adverse affect desegregation plan ☐ Insufficient evidence of harassment (past deadline)

☐ Insufficient evidence of serious health condition that cannot be adequately addressed (past deadline)

G. Signature of Superintendent _____ Date _____